

C O P Y

Mar 5 1955

MEMORANDUM FOR: All Personnel on the Inspector General's Staff

SUBJECT : Keeping Paper Work at a Minimum

1. The Hoover Commission on 20 February 1955 submitted a report to the Congress on paper work in the Federal Government. This report stated that paper work now costs the government four billion dollars a year-- equalling a cost in taxes of \$100 to each family of four--and indicating that the government generally had made little progress in reducing paper work. Other pertinent statistics in the report indicate that the government created and handled 25,000,000,000 pieces of paper each year; space for 24,000,000 feet of federal records was enough to fill seven Pentagons and cost \$40,000,000 a year; more than 1,000,000,000 letters are written each year at a cost of \$1,000,000,000. A copy of the report will be circulated to the staff and each officer should read it.

2. In its surveys this staff should always be alert to the problem of excessive paper work, and should recommend elimination of unnecessary files, memoranda, letters etc. A study of the Hoover Report will lend guidance as to what to look for.

3. Further, this staff should be a model for a minimum of paper work. As guidance it is my desire that the following be considered as standards for paper work:

a. The Inspector General's staff will originate generally only two types of paper work: (1) surveys of CIA units or problems; (2) case files on individuals who seek assistance from this staff. The surveys will be prepared in an original and four so that the DCI, DDCI, Deputy Director concerned and component head may all have a copy simultaneously, while we retain a file copy.

b. There will be no intra-staff memoranda. All memoranda prepared will be for the purpose of recommending action. Such memoranda will be prepared only if oral requests for action will not serve, or if the component concerned is a chronic offender and a record is required. Generally, our case files are sufficient record.

c. As a rule we will attempt to solve all individual cases by telephone or direct contact with the components.

d. Except in rare situations this staff will not request components to prepare written reports during surveys. Surveys will be based primarily on direct inspections, oral interviews and use of already prepared written material.

(signed)

Lyman B. Kirkpatrick
Inspector General